

OFFICE LOCATION AND CHO EXEMPTION CERTIFICATION FORM - REAL ESTATE

Instructions: Use this form to certify that an office location or condominium hotel complies with the Real Estate Commission's requirements.

Principal Office - A real estate broker shall maintain a fixed office located in Hawaii as a place of business from which the broker does in fact conduct real estate business and where the books and records are maintained, other than a post office box, telephone answering service, or letter or mail drop service. A "home occupation" principal office has additional requirements, see certification statement on reverse side.

Branch Office - An affiliate office to a principal office.

Condominium Hotel Operator - Use this form if you are requesting an exemption from the broker license requirement of §467-30, Hawaii Revised Statutes (HRS). You must be operating exclusively in projects specifically authorized for transient lodgings by county zoning **and** specifically permitted by the project's declaration **and** bylaws. Use one form per condominium project.

Any questions about the zoning should be directed to:

County of Honolulu - Department of Planning & Permitting, City and County of Honolulu, 650 South King Street, 7th Floor, Honolulu, HI 96813; Phone: 523-4131

Kakaako Community Development District - Hawaii Community Development Authority, 677 Ala Moana Boulevard, #1001, Honolulu, HI 96813; Phone: 587-2870 or 587-2865

County of Hawaii - County of Hawaii, Planning Department, 25 Aupuni Street, Hilo, HI 96720; Phone: 961-8288

County of Kauai - County of Kauai, Planning Department, 4444 Rice Street, Ste 473, Lihue, HI 96766; Phone: 241-6677

County of Maui - County of Maui, Planning Department, 250 South High Street, Wailuku, HI 96793; Phone: 243-7253

Applicant: Complete all of the applicable information below.	
Circle one:	<div>Principal Office</div> <div>Branch Office</div>
<div>Site Office</div>	<div>Condominium Hotel</div>
Is this a "home occupation" principal office? Yes No	
Name of Broker or CHO: (corporation, partnership, LLC, LLP or sole proprietor)	
Name of Condominium Project operated as condominium hotel:	
Address (street address, suite no., city, state & zip code):	
Tax Map Key:	

As an applicant for a **Principal Office or Branch Office**, I HEREBY CERTIFY THE FOLLOWING:

1. That the office and its location as indicated complies with the zoning code of the county;
2. That the applicant, its principal broker, and all successors shall comply with any and all restrictions imposed by the county, or any other government agency with jurisdiction on the use of the office;
3. That if the county or any other government agency with jurisdiction finds the applicant in violation of any of the provisions or restrictions, the applicant's real estate broker's license and all associating real estate licenses with the subject office shall be placed on an inactive status;
4. That the applicant, its principal broker, and all successors shall comply with and be held responsible for compliance with any declaration, bylaws, house rules or recorded restriction or prohibition by way of covenant that govern the office location; and
5. That in the case of "home occupation" office, the principal broker shall not hire or associate any employees or real estate salespersons except household members of the "home occupation" office.

As the applicant for a **Condominium Hotel Operator With Real Estate Broker Exemption**, I HEREBY CERTIFY THE FOLLOWING:

1. That the subject condominium hotel is located in a condominium project specifically authorized for transient lodgings by county zoning and regulations;
2. That the subject condominium hotel is located in a condominium project where transient lodging is specifically permitted by the condominium's declaration **and** bylaws; and
3. That the requirements of §467-30, HRS, including §467-30(f), HRS, have and will be complied with.

I hereby certify that the information provided on this form is true and correct and that there are no material omissions. I understand that any misrepresentation of information is grounds for the denial of the attached appropriate licensing or registration application form or license revocation, suspension or the imposition of a fine (§467-14, HRS), or may constitute a misdemeanor (§710-1017, HRS).

Signature of Principal Broker or CHO Principal with Direct Management

Print Name and Title of Above *License No.*

Date